

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

TABLE OF CONTENTS

SEARCH FOR A PARTY	2
INDIVIDUAL	2
“DOE” PARTIES	2
BUSINESS	2
CITIES/TOWNS/STATES	3
UNITED STATES OF AMERICA	3
AGENCIES	3
SOCIAL SECURITY CASES	3
CREATE A NEW PARTY	4
INDIVIDUAL	4
BUSINESS	5
CITIES/TOWNS/STATES	5
AGENCIES	6
MILLER ACT CASES	6
OTHER PARTIES	6
VESSELS	6
REAL & PERSONAL PROPERTY	7
PARTY INFORMATION SCREEN	8
ALIAS TYPE	9
FOR CLERK'S OFFICE USE ONLY	10
SEARCH WARRANTS	10
QUI TAM CASES	10

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

SEARCH FOR A PARTY

Individual

Type the party's full last name and first name in the corresponding fields and search. If you find your party's name already in the database, you may select that party. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field. Proceed to the party information screen on page 8.

"Doe" parties

If the actual identity of a party is unknown, they may be sued as a "Doe" party. In these instances, please search for the parties as follows:

Example:	Last Name:	Doe
	First Name:	As listed in the caption, e.g. John, Jane
	Party Text:	All other information describing the party, e.g. 1-10

Please choose a suitable "Doe" party from the database. If there is more than one Doe party listed in the caption, please enter each individually. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field. Proceed to the party information screen on page 8.

Business

Type at least the first full word of the company name in the Last name field and search. Omit articles such as A, An, and The. You may abbreviate common words such as Company (Co) Corporation (Corp) Incorporated (Inc).

Example:	The Wall Street Journal
Search Last name field:	Wall Street Journal

Example:	First United Insurance Company
Search Last name field:	First United

If you find your party's name already in the database, even in an abbreviated form, you may select that party. If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field. Proceed to the party information screen on page 8.

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

Cities/Towns/States

Enter the name of the city, town or state, in the Last name field and search. If “Connecticut” is listed following the city or town do not include it in your search criteria.

Example:	City of Hartford, Connecticut
Search Last name field:	Hartford

Example:	State of Massachusetts
Search Last name field:	Massachusetts

If you find your party’s name already in the database, you may select that party. Proceed to the party information screen on page 8.

United States of America

Enter “USA” in the Last name field and search. **Always select the party “USA” from the database.** Proceed to the party information screen on page 8.

Agencies

Enter only the agency name in the Last name field and search.

Example:	Department of Homeland Security
Search Last name field:	Homeland Security

Social Security Cases

Enter the parties as they are captioned in the initiating document. In addition, enter the party "Social Security Administration" (unabbreviated) as an "Interested Party." This will enable the General Counsel's Office, and the document production facility that produces the administrative transcripts to receive timely notification of all activity in these cases.

If you cannot find your party already in the database, you must create a new party.

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

CREATE A NEW PARTY

Parties should be entered in the manner in which they are captioned on the initiating document. Parties in more than one role may be entered separately. The second time you add the party you will get a message that this is a duplicate party. You may disregard the message indicating “duplicate party.” Many parties are already in the court’s database. In the instance where you may have to add a party, please conform to the following guidelines. If you are not sure how to correctly enter a party, please contact the Clerk’s Office for guidance.

Individual

Enter Last name; First name; Middle name; Generation; and Party text fields as appropriate. **All titles (Ms., Miss, Mr., Dr., Sgt., etc.) should be entered in Party text field. Leave all other fields blank.** Do not enter party text for descriptive information available as an alias. You will be given an opportunity to select alias codes on page 9. Pursuant to this District’s Privacy Policy, for cases involving minor children, use only their initials. Please refer to the following examples:

Example:	Last name:	Turner
	First name:	John
	Middle name:	S.
	Generation:	Jr.
	Party text:	Administrator of the Estate of Jane Doe
Example:	Last name:	Bissonnette
	First name:	Lynn
	Party text:	Chief of Police in her individual and official capacities
Example:	Last name:	Rogers
	First name:	Clarise
	Party text:	ppa A.S., a minor
Example:	Last name:	J.
	First name:	K.
	Party text:	by & through his parents/next best friend, John Smith

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

Business

Enter the entire company name as it appears in the caption of the initiating document in the Last name field. Please omit articles such as "A, An, The" in the last name field. (Exception: If the article is necessary to the proper identification of the party, you may enter it accordingly.) Additional descriptive information about a company may be entered in the Party text field. Leave all other fields blank. Do not enter party text for descriptive information available as an alias. You will be given an opportunity to select alias codes on page 9. Please refer to the following examples:

Last name: ABC Company, Inc.
Party text: A Delaware Limited Liability Company

Last name: Plumbers & Pipefitters Local Union 123
Party Text: Waterbury Regional Office

Last name: Connecticut Laborer's Health & Welfare Fund

Last name: A & B Ltd.

Cities/Towns/States

Enter only the name of the city, town or state as it appears in the caption of the initiating document in the Last name field. Enter "Town of," "City of," or "State of" in the First name field. Please refer to the following examples:

Example: Town of New Milford
Last name: New Milford
First name: Town of

Example: State of Vermont
Last name: Vermont
First name: State of

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

Agencies

Enter the name of the agency as it appears in the caption of the initiating document in the Last name field. Enter “Department of” in the First name field. Please refer to the following examples:

Example: Department of Homeland Security
Last name: Homeland Security
First name: Department of

Example: State of Connecticut Department of Motor Vehicles
Last name: Motor Vehicles
First name: Department of
Party text: State of Connecticut

Miller Act Cases

The United States is not a party to these actions and has no role in the lawsuit, other than being noted in the caption as required by statute; they should NOT be added as a party of any kind.

Example: USA for the use and benefit of Salvage the Sound
Last name: Salvage the Sound
Party text: USA for the use and benefit of

Other Parties

In some cases, parties may be real or personal property. Enter the property description as it appears in the caption of the initiating document in the Last name field. For vessels, add any descriptive information in the Party text field, but omit anything concerning tackle, engines, apparel, etc.

Vessels

Example: Golden Sails, M/V Hull #NH1234, a 24' Boston Whaler
Last name: Golden Sails, M/V Hull #NH1234
Party text: A 24' Boston Whaler

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

Real & Personal Property

Example: 2005 Blue Nissan Maxima VIN# 123456789
Last name: 2005 Blue Nissan Maxima VIN# 123456789

Example: 5 Sun Street, Hartford, CT
Last name: 5 Sun Street, Hartford, CT

Example: \$10,000.00, US Currency held in safe deposit box #123 at
People's Bank
Last name: \$10,000.00, US Currency
Party Text: held in safe deposit box #123 at People's Bank

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

PARTY INFORMATION SCREEN


Select the appropriate role. Enter descriptive information as reflected in the case caption in the party text field. Do not enter address information. Select Add Party.

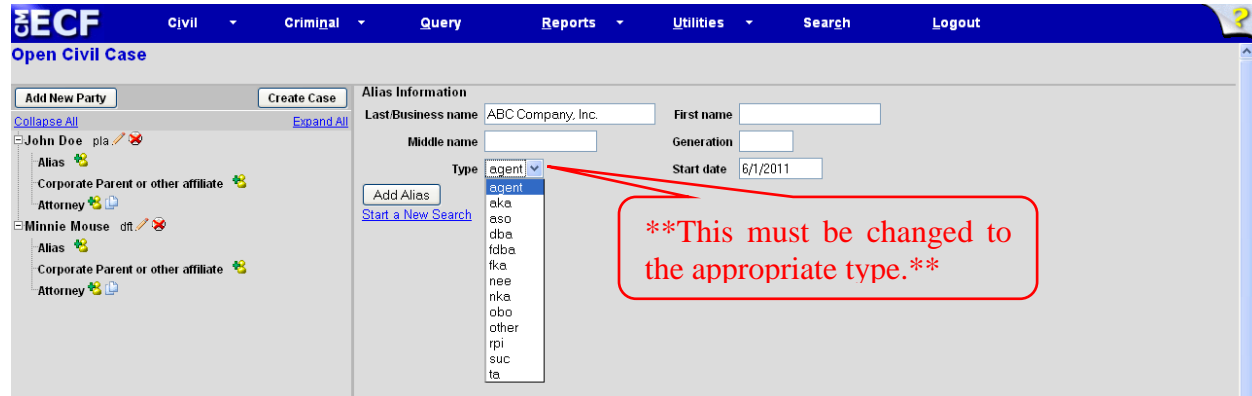
The screenshot shows the ECF Party Information screen. The form includes fields for Title, Role (set to Defendant), Pro se (No), Prisoner ID, Office, Address 1-3, City, State, Zip, Country, Prison, Phone, Fax, E-mail, Party text, Start date (6/1/2011), End date, Corporation (no), and Notice (yes). A red box highlights the Role dropdown with the text: "**This must be changed to the appropriate role.**"

Party Roles		
Amicus	Consol Third Party Plaintiff	Intervenor Plaintiff
Appellant	Consolidated Respondent	Mediator
Appellee	Counter Claimant	Movant
Apportionment Defendant	Counter Defendant	Nominal Defendant
Arbitrator	Creditor	Notice
Bankruptcy	Cross Claimant	Objector
Claimant	Cross Defendant	Petitioner
Complainant	Debtor	Plaintiff
Consol Claimant	Defendant	Receiver
Consol Counter Claimant	Deponent	Respondent
Consol Counter Defendant	Garnishee	Special Master
Consol Cross Claimant	In Re	Taxpayer
Consol Cross Defendant	Interested Party	ThirdParty Defendant
Consol Defendant	Interpleader	ThirdParty Plaintiff
Consol Plaintiff	Intervenor	Trustee
Consol Third Party Defendant	Intervenor Defendant	Witness


INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

ALIAS TYPE

Alias information may be added by selecting the alias icon . Select the appropriate alias type. Select Add Alias.



Alias Types	Description
agent	agent of
aka	also known as
aso	as subrogee of
dba	doing business as
fdba	formally doing business as
fka	formerly known as
nee	born
nka	now known as
obo	on behalf of
other	other
rpi	real party in interest
suc	successor
ta	trading as

If you do not find the applicable alias type, edit your party by selecting the edit icon . Add the descriptive information in the Party text field.

Repeat search steps until all parties have been added.

INSTRUCTIONS FOR SEARCHING AND ADDING PARTIES

****FOR CLERK'S OFFICE USE ONLY****

Search Warrants

Enter the parties as they are captioned on the initiating document following the instructions for "real and personal property" on page 4. If the search warrant is sealed, follow the instructions on ELI/Resources/Instructions on Opening Sealed (MJ) Search Warrants.

Qui Tam Cases

Enter the plaintiff as follows:

Example:	United States of America, ex rel John Smith
Last name:	Smith
First name:	John
Party text:	USA, ex rel

Refer to ELI/Resources/[Civil Intake](#) for complete instructions.